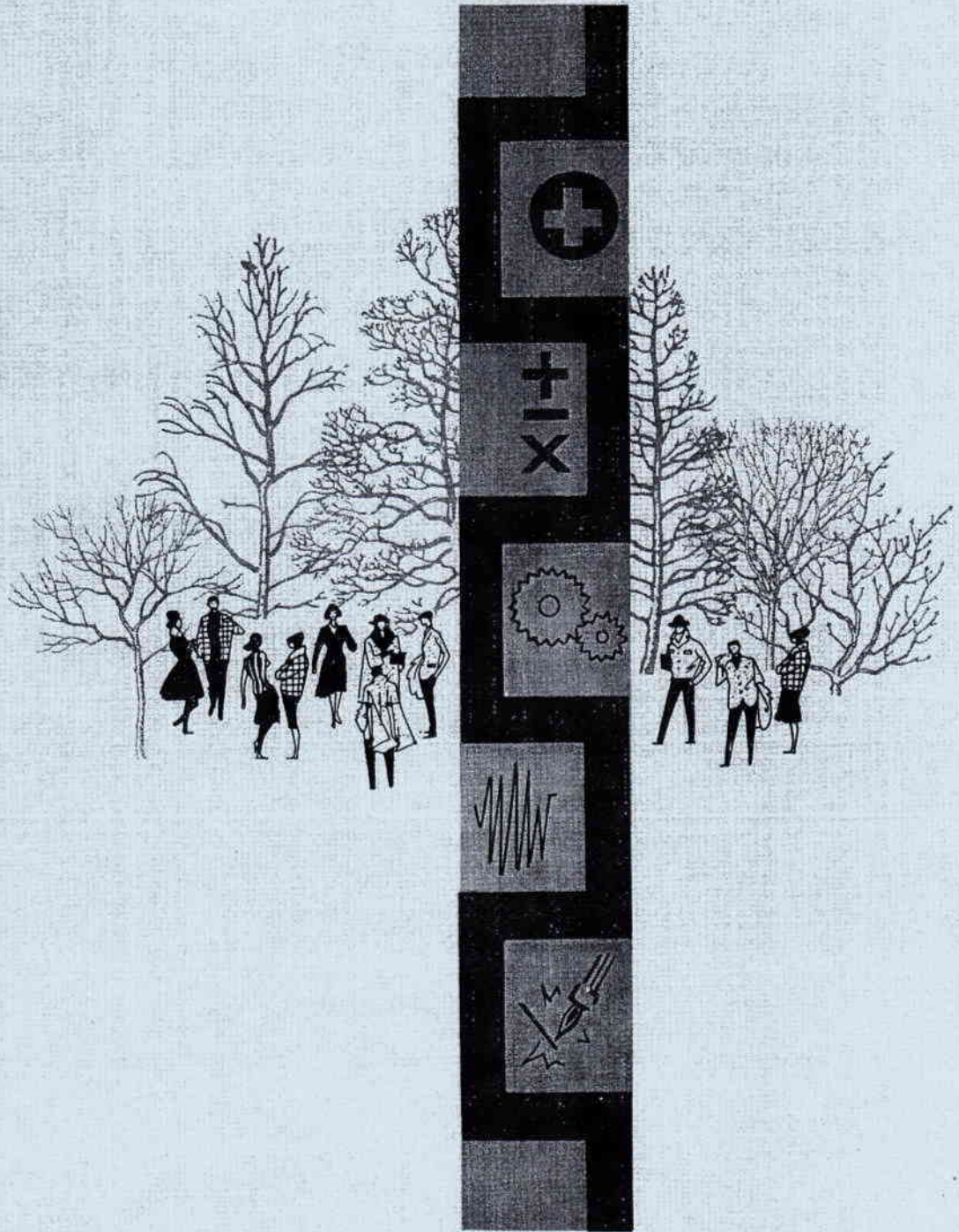


# Quarterly Report



**Field Engineering  
Corporation**

*2nd*

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## SECTION I

### INTRODUCTION



## INTRODUCTION

This report describes the progress experienced at the United Tribes Employment Training Center between January 1 and March 31, 1970. The report is submitted in accordance with contract requirements.

Significant progress continues to be made in all program efforts. Events of singular importance have been emphasized in this report but emphasis on certain items does not diminish the significance of the overall progress achievement.

A greater application of counseling efforts has resulted in improved behavior patterns among all trainees. These improvements have provided a successful basis for enhancement of the trainee's progress. Individual achievement in these two important areas has encouraged the trainee to greater participation in Center activities.

Increased involvement in community government, recreation, social action, behavior control, and trainee discipline is evidence of real growth in the trainees. The individual's growth is the purpose of the program, and Bendix is extremely pleased to report on this progress.

Continued progress is possible only through continuous self-evaluation. The Bendix management staff strongly encourages and supports such an evaluation. During the reporting period, management efforts in this area resulted in the following activities:

- Support Services
  - Identification was made of all excess property and materials located at the Center before Bendix assumed responsibility, and these items were released for more efficient utilization by Government activities.
  - A completed inventory of all usable materials prevented unnecessary purchases. As a result direct cost savings to the United Tribes were realized.
- Education
  - Self-evaluation was performed through an internal review devised by Program Assurance personnel. The review was completed in late March, and the results will be related in the quarterly report for the period ending in June 1970.
  - Professional consultant services were retained for reviewing progress in course development and for suggesting areas which may require improvement. The results will also be reported in the next quarterly report.

Additionally, the United Tribes arranged for an external review to be conducted by a board consisting of Tribal Council members and representatives of North Dakota State Agencies. The review was conducted on March 16 and 17. The findings of this review will also be presented in the next quarterly report.

In conclusion, written objectives provide daily incentives for the staff, to aid them in the attainment of our ultimate goal — Optimum Opportunity for the Trainee. Bendix is confident that progress toward this goal, as evidenced in this report, will continue to be maintained.

SECTION II  
OPERATIONS

# OPERATIONS

## COMMUNITY LIFE

During this reporting period, trainee arrivals numbered 53 individuals, comprising 15 family units, 7 solo parents, and 16 singles. Trainee population data is presented in Table I.

Table I. Trainee Population Status

| Type          | Units               |       |       |                    | Population |        |          |       |
|---------------|---------------------|-------|-------|--------------------|------------|--------|----------|-------|
|               | Balance<br>12/31/69 | Input | Exit  | Balance<br>3/31/70 | Male       | Female | Children | Total |
| <b>Solo</b>   | 4                   | 7     | 3     | 8                  | 0          | 8      | 20       | 28    |
| <b>Family</b> | 12                  | 15(a) | 3     | 24                 | 24         | 24     | 66       | 114   |
| <b>Single</b> | 11(b)               | 16    | 7     | 20                 | 13         | 7      | 0        | 20    |
| <b>Totals</b> | 27                  | 38    | 13(c) | 52                 | 37         | 39     | 86       | 162   |

a. Increased by 1 because of marriage

b. Decreased by 1 because of marriage

c. Reason for exits:

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● 1 Medical</li> <li>● 2 Terminated by Center</li> <li>● 1 Trouble at Home</li> <li>● 1 To Marry</li> </ul> | <ul style="list-style-type: none"> <li>● 1 Attained her GED</li> <li>● 1 Adjustment problem</li> <li>● 6 Personal Reasons</li> </ul> |
|--|--|

All housing units are now in use. Families are assigned to individual homes, while two solo parents occupy one residence. The homes were prepared for living immediately upon receipt of official notification of trainee arrivals. The singles, of course, occupy the dormitories. The Community Life function is constantly concerned with the individual trainee in relation to himself, his fellow man, and his environment. The trainees' psychological, social, and basic needs are met through counseling, Center activities, and health services provided by Community Life. Staff personnel within Community Life continue to work closely with the Education Department to provide a setting in which each trainee can develop into a responsible person who:





INTERIOR FAMILY HOUSING



SINGLE ENROLLEE'S LIVING QUARTERS

- respects himself and others,
- strives to meet his obligations,
- maintains a sense of personal worth, and is a responsible worker, parent, mate, and neighbor.

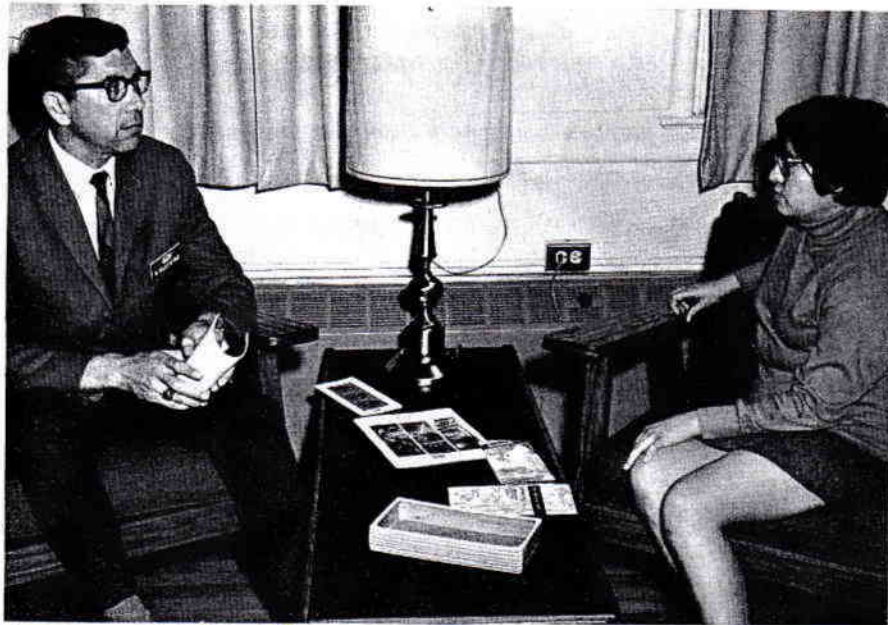
The counseling function meets the psychological needs of the trainee. Consistent improvements in behavior patterns have been realized mainly through the assistance provided to the trainee in choosing realistic goals and in coping with everyday problems. Counseling techniques attempt to instill a sense of identity in the student.

Counseling activities fall into two general categories: vocational and personal. The purpose of vocational counseling is to help each trainee determine his vocational interests. Cooperation between the Counseling Department and the Education Department enhances this vocational placement effort. The personal counseling program helps the individual cope with the day-to-day problems he may encounter while at the Center and helps him develop the interpersonal social skills which will enable him to adjust to a new community and to new job situations.

As the individual case requires, the counselor offers advice on the advantages and disadvantages of a particular vocation; he observes the trainee's progress and presents suggestions which greatly assist the individual in reaching a decision on his vocation; and he in many instances acts as a sounding board for dissatisfactions voiced by the trainee. These and other counseling techniques provide the student with sufficient confidence to enable him to make his own decision regarding his employment choice.

The experiences facing a trainee when he leaves home and friends often cause self-doubt and adjustment problems. Whatever the nature of the problems presented, the staff is available. Four counselors and the Community Life Manager live at the Center and are on call as necessary. Each counselor may elect to temporarily change his duty cycle to fit the student's needs. Individual contact, conferences, and counseling are stressed. Group counseling and group therapy are being implemented on a trial basis. Each trainee is contacted individually at least twice each week, and, to further help in the adjustment process, he is visited at home at least once each week.

Continuous contact is maintained with public school counselors on behalf of the trainees' children enrolled in community schools. A working relationship has



GERNELL CLAYMORE

#### ENROLLEE COUNSELING

been established between the Counseling Department and various public service agencies.

In-service training for the counselors has continued. A video tape presentation of group techniques used at the State Industrial School, Mandan, North Dakota, was used to initiate training in group counseling. Counselors also attended North Dakota State Guidance Meetings to obtain new ideas for counseling. Additional training was conducted in internal procedures, policies and philosophy of operation. Both internal and external resources are utilized to maintain staff proficiency. To meet the social needs of the individual, Center activities were expanded, initiated, or cancelled as the need dictated.

Community government matured during the quarter. The general assembly meets on the first Monday of each month. All trainees are members of the general assembly. Attendance at the assembly meetings has been 100 percent.

A board of directors has been formed, consisting of duly elected president, vice-president, treasurer, and secretary, plus four directors representing the families,



solo parents and men's and women's dormitories. This executive body meets weekly.

A constitution has been written and approved. The three permanent committees established were Finance, Recreation, and Behavior. The committees have functioned in the following undertakings:

- Canteen management, including weekend operation, contracting with vendors for supplies, and financial accounting.
- Community transportation service in cooperation with Support Services.
- Sponsorship of a Cub Scout pack.
- Sponsorship of the publication of Center newspapers, the Keyapi and the weekly Flyer.
- Drafting of a resolution for trainee behavior.
- Assignment of four trainees to sit as members of Center discipline boards (Review Board and Behavior Council).
- Sponsorship of several recreational activities, including
  - Talent show and dance.
  - Bingo party.
  - Organization of dance band.
  - Easter egg hunt.
  - Indian dance club.
  - Bowling league.

The enthusiastic efforts of all trainees are evident in the several endeavors of the community government. The Bendix staff is gratified to be able to support the successful efforts of the trainees.

Publication of the Center newspaper, Keyapi, began in January. Staff members assisted trainees in producing the first issue of this monthly publication. The paper now has a full staff, totally manned by trainees. One Bendix staff member assists with business management only. Through subscriptions and advertising sales the paper expects to become a self-supporting enterprise.

Monthly issues of Keyapi are supplemented with weekly issues of the Flyer. The Flyer keeps Center residents informed of general news and special announcements.

All publications are produced by the trainees in the business and clerical training section. The Keyapi editorial policy, as published in the March issue, is as follows:

"Keyapi staff in an effort to provide responsible coverage and to live up to its name (which in the Sioux Indian language means "they say"), has decided that all items published will henceforth carry the names of those responsible for all contributions submitted for publication.

.....Keyapi will consider all items submitted for publication whether written by student, faculty, staff members, or any other interested person not directly connected with the Center.....

Keyapi will reject all items which tend to degrade or embarrass an individual, organization, group, or institution."

A Cub Scout pack was organized on January 2. The pack is sponsored by the Center student government. The pack committee and other adult leaders rely on both trainees and Bendix staff for assistance. Pack membership numbers ten, with trainee and staff children involved.

Meetings are held each week on Wednesday evenings, beginning at 7:00 p.m. and ending at 9:00 p.m. Each meeting consists of projects such as preparing puppets for a show and working on Cub Scout advancements. Other activities include playing games and occasionally having a guest speaker on subjects of interest to boys of Cub Scout age.

The pack was invited to attend the Blue and Gold Banquet at Bismarck High School on February 27. The affair was sponsored by Pack 11 of Bismarck. The Center pack accepted the invitation and enjoyed the affair very much.

The members of the pack participated in a variety show held at the Center, and they took second prize in the junior division. Their prize was an \$8 check.

In the past 3 months the pack has grown in size, and more adult enthusiasm has been generated as a result of the pack's activities.

A Brownie Scout troop was organized, with parents from the Center acting as troop leaders; however, as the result of losing both leaders, the Brownie Scouts have discontinued meeting at the Center. The scouting field adviser has made arrangements for the girls to join troops at Highland Acres, Richholt, and Simile schools. Troop leaders from these areas have reacted willingly to the



idea of accepting the girls as new members.

Major emphasis throughout the recreation program is on the individual trainee—to provide and develop his recreational relaxation through growth in social competence. Because a small number of enrollees are entering the Center weekly, the recreation program must attempt to integrate each trainee into the social environment. Social integration is provided through a wide variety of leisure time activities.

Social activities continue to include dances, bingo, card parties, and informal gatherings at the canteen. An Indian Club and an Indian Dance Team have been formed. Members have started making Indian costumes for the first Powwow, to be held April 4, 1970.

The basketball team has completed a successful season of competition in a strong city league. The team traveled to surrounding communities, completing their season by playing a March of Dimes benefit game at Wilton, North Dakota.

The recreational activities offered are listed below.

#### Organized Athletics

- Basketball
- Bowling
- Horseshoes
- Badminton
- Volleyball
- Trampoline
- Swimming
- Lawn Games
- Softball
- Weight Lifting

#### Cultural Activities

- Indian Dancing
- Costume Making
- Bead Work
- Talent Shows

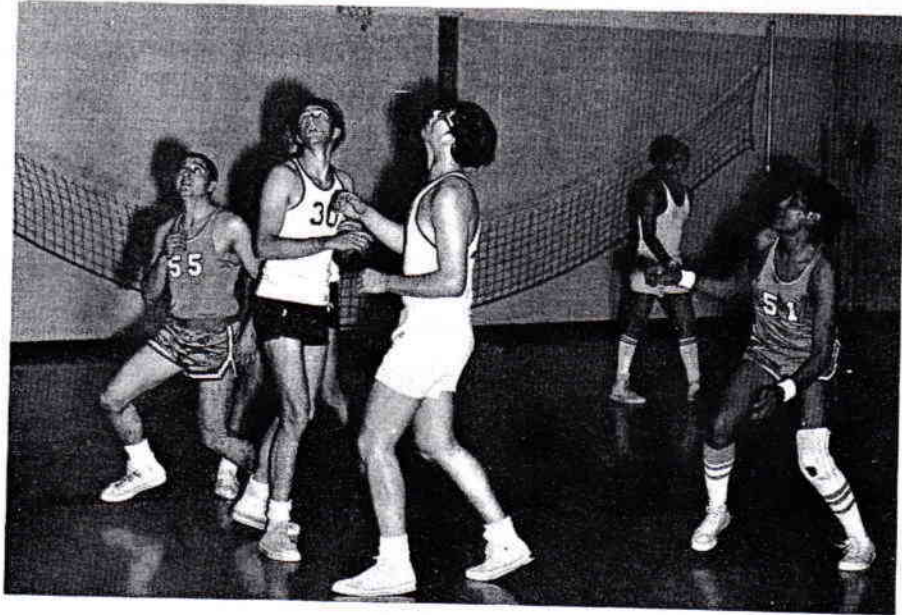
#### Art Activities

- Oil Painting
- Printing
- Wax Work
- Ceramics

A typical weekly recreation schedule is shown in table II, while special events of the first quarter of 1970 are listed in table III.



BOWLING ACTIVITY



UTETC BASKETBALL TEAM IN ACTION

Table II. Typical Weekly Recreation Schedule

| Date and Time           | Personnel * | Subject                                  | Staff               | Location        |
|-------------------------|-------------|--|---------------------|-----------------|
| Mon.-Fri. 6:00-10:00pm  | TR-ST-CH    | GYM - Basketball, Trampoline, Volleyball | Merrick             | Gym             |
| Sat.-Sun. 1:00-10:00pm  | TR-ST-CH    | GYM - Basketball, Trampoline, Volleyball | Merrick             | Gym             |
| Mon.-Fri. 6:30-9:45pm   | TR-ST       | Bowling Alley                            | Merrick             | Gym             |
| Sat. 1:00-5:00pm        | TR-ST-CH    | Bowling Alley                            | Merrick             | Gym             |
| Sun. 1:00-9:45pm        | TR-ST-CH    | Bowling Alley                            | Merrick             | Gym             |
| Mon.-Fri. 6:00-9:45pm   | TR-ST       | Recreation Room-Pool, Cards, Table Games | Dauphinais          | Men's Dormitory |
| Sat.-Sun. 1:00-9:45pm   | TR-ST       | Recreation Room-Pool, Cards, Table Games | Dauphinais          | Men's Dormitory |
| Mon.-Sun. YMCA Schedule | TR-ST-CH    | Family Swimming                          | YMCA                | Gym             |
| Mon.-Fri. 6:00-10:00pm  | TR-ST-CH    | Canteen - Cards, Pool, Juke Box          | Thorne              | Canteen         |
| Sat. 6:00-12:00pm       | TR-ST-CH    | Canteen - Cards, Pool, Juke Box          | Thorne              | Canteen         |
| Sun. OPEN               | TR-ST-CH    | Canteen - Cards, Pool, Juke Box          | Thorne              | Canteen         |
| Every Tue. 7:30-9:30    | TR-ST       | Ceramics-Ashtrays, Plates, Cups, Vases   | Hays                | Men's Dormitory |
| Every Fri. 7:30         | TR-ST       | Bingo Party at the Dining Hall           | Merrick<br>Gillette |                 |
| Wednesday 7:30          | TR-ST       | Bingo Party at the Dining Hall           | Claymore            | Dining Hall     |

\* TR = Trainees

ST = Staff

CH = Children



CERAMICS CLASS

A visitor to the weekly ceramics class finds many enthusiastic, interested students busy mixing, pouring, and painting numerous articles. Over 25 students participate regularly in this hour-long activity. Many of them have had satisfying evenings making everything from dinnerware to attractive wall plaques.

During the past quarter, approximately 300 volumes were added to the existing library. A retired teacher from the community voluntarily devotes several hours per week cataloging these new volumes.

This retired teacher also provides a tutoring service to the children of all trainees requesting help. Weekly tutoring sessions are scheduled for evening hours. A survey was made of the needs of each child by inquiring with the child's teacher in school. Three children were identified as needing help but counseling contacts with the teachers continues.



Health services have been expanded and developed to meet the basic needs of the individual.

The trainees arriving this quarter were in better health than those arriving previously, though they, too, were far from being in good physical condition. Many needed extensive dental work and eye examinations and/or glasses. Two known diabetics were placed on prescribed diets, and almost every trainee is overweight. Nine pregnancies were verified. Health Services has implemented classes for overweight trainees. The trainee is instructed in the dangers of excessive weight and is assisted in planning a diet tailored to his individual needs. The trainee is encouraged to seek a recommended weight level with regular weight checks to verify progress.

All pregnant women were enrolled in the prenatal classes at St. Alexius Hospital. These classes are taught by a local obstetrician. In addition individual counseling was arranged between the Center nurse and the expectant mother.

Child care classes were implemented to stress preventive medicine at home. Instructions were given in such matters as the use of the thermometer; administration of baby aspirin, cough syrup, and other medications; cleanliness; regular diaper changes; diets and formulas; and early notification to the nurse of suspected illness or other health problems.

A survey of trainees disclosed several were diabetics or prediabetics. Diabetic diet controls, use of insulin, and regular medical checks were used to control the diabetic conditions.

Medical, dental, and optical appointments were scheduled regularly.

Table IV indicates the volume of cases handled by the Health Services Department.

TABLE IV. MEDICAL DATA

| Total Visits |             | Medical Referrals |        |        |     |                |
|--------------|-------------|-------------------|--------|--------|-----|----------------|
| DISPENSARY   | IN PATIENTS | HOSPITAL-IZATION  | CLINIC | DENTAL | EYE | EMERGENCY ROOM |
| 777          | 15          | 33                | 281    | 56     | 28  | 41             |



The following list shows the percentage of funds expended in outside health services:

|                   |     |
|-------------------|-----|
| Dental-----       | 02% |
| Drugs -----       | 05% |
| Glasses -----     | 03% |
| Hospital -----    | 55% |
| Doctor Fees ----- | 35% |

Expansion of existing preventive medicine classes and health services is necessary. The trainees' knowledge of preventive medicine is almost nil. Rather than follow simple preventive measures, too many trainees depend entirely upon someone else to take complete care of their health problems. Expansion plans of current services include:

- weight reduction plans with medical supervision,
- regular blood tests for all prediabetics,
- glasses for both minor and major corrections, and
- preventive as well as corrective dental work.

It has been the good fortune of Bendix Field Engineering Corporation to assist in a special manner. During January it was learned that a 3 year old youngster had a cardiac murmur. The doctor had recommended her referral to the Mayo Clinic at Rochester, Minnesota, immediately. Through the combined efforts of United Tribes, Bendix, State and County Welfare, and the North Dakota Crippled Children's Society, an appointment was scheduled, and the trip and medical evaluation were financed. Although the child will require future medical treatments, she has returned to the Center. The cooperation of everyone involved in this special effort was commendable.

An Alcoholics Anonymous group formed by students meets weekly at the Center. Attendance at these meetings has been small, but in all respects the atmosphere has been indicative that progress is being made toward a better understanding of the disease of alcoholism. Prior to the organization of the formal group, an informal group of trainees and counselors had been meeting weekly with an AA group at the North Dakota State Penitentiary.

Arrangements have been made to use the Alcoholic Treatment Center (Heartview) in Mandan, North Dakota. The Heartview program will provide specialized assistance for those individuals who feel they need specific help.

Self-help through education continues. Project Alcohol Education has been well received by the trainees. The current course in alcoholism has established the interest of the trainees and has assisted in expanding and improving the educational aspects of the program.

### EDUCATION

The Education Department provides training in the areas of adult education, vocational skills, and personal development. Close coordination among the programs is maintained to ensure the trainee a well-rounded education.

Upon arrival at the Center, each trainee has been assisted in setting up his household. He is shown the best way to buy food, budget his living allowance, and care for his living quarters and facilities. The next step is placement in educational and vocational programs suited to the trainee. This is done during the trainee's first week at the Center.

Placement in Adult Basic Education (ABE) programs considers that the program is divided into four steps. A fifth program was in operation during this quarter only.

|   |   |                          |
|---|---|--------------------------|
| Program R   | - | Reading readiness        |
| Program I   | - | Grade Level 2 through 4  |
| Program II  | - | Grade Level 5 through 8  |
| Program III   | - | Grade Level 8 through 12 |
| Automotive Related - All grade levels (vocationally oriented) |   |                          |

The primary factor for placement in one of these programs is the reading and mathematics scores on the Stanford Achievement Test and Adult Basic Learning Examination (ABLE). Students who chose automotive skills were placed in the related education program. An analysis of the entrance test scores of 71 students was conducted in February. The average grade level placement for arithmetic was:

|          |             |               |       |
|----------|-------------|---------------|-------|
| ABLE     | Fifth grade | ninth month   | (5.9) |
| Stanford | Fifth grade | seventh month | (5.7) |

The average grade level placement upon entry for reading was:

|          |               |               |       |
|----------|---------------|---------------|-------|
| ABLE     | Seventh grade | ninth month   | (7.9) |
| Stanford | Seventh grade | seventh month | (7.7) |

Of the men and women participating in the analysis, nine were high school graduates and 62 were school dropouts whose educations ranged from fifth to eleventh grade. The ages of the participants ranged from 18 to 54. See figures 1 and 2 for grade placement graphs.

The initial tests were reviewed with each student to help him gain a better understanding of his potential. Each student progressed individually at his own rate. During this quarter, one student passed her General Education Development (GED) test after being enrolled in the program less than 5 months. For a closer look at each student in the Adult Basic Education Program, see the Adult Basic Education student progress charts in figure 3.

The student's previous job experiences and interests are criteria for helping him select a vocational skill. In this area the student also progresses at his own rate. See figure 4 for vocational progress charts. Work experience training has started both on and off the Center. These activities enable the student to practically apply his classroom knowledge to a working situation.

In the Nurse's Aide Program, students receive related training at Bismarck Hospital. After the students receive 3 weeks of classroom theory, they report to Bismarck Hospital 1 day per week for 2-1/2 hours. The students have 39 weeks of classroom instruction intermingled with laboratory training. During the last three weeks of their vocational instruction, the students will spend an 8-hour day working on the job. Students assigned to the surgical and medical wards of the hospital are expected to perform all of the duties required of a nurse's aide. Approximately 14 students are now involved in this job-related program. Vocational learning is reinforced through the ABE program. Mathematical concepts provide a better working knowledge of thermometer reading and accurate readings of time intervals. Science contributes to the aide's understanding of the anatomy of the body, body functions, and chemical changes. The language arts phase of the ABE program helps increase her ability to read, interpret, and communicate with her superiors and associates.

One student in the Building Maintenance Program completed the instructional portion of the plumbing phase. He was assigned to workrelated experience at the Center under the supervision of the maintenance supervisor. He spent approximately 5 weeks on interior repair of the Agri-Business building and devoted 2 weeks to answering carpentry and plumbing service calls at the Center.

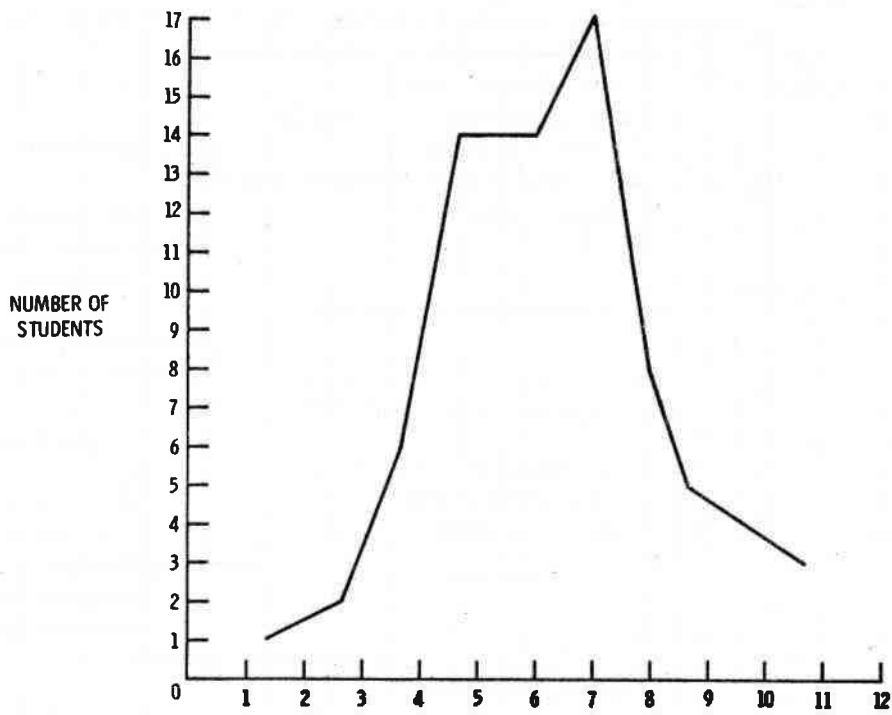


FIGURE 1. GRADE PLACEMENT IN MATHEMATICS BASED ON THE STANFORD MATH TESTS

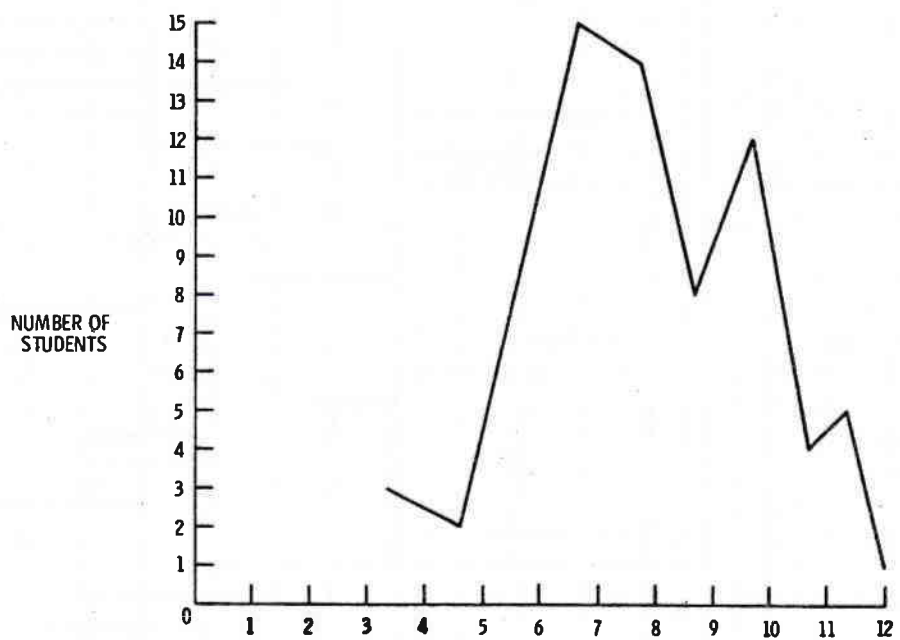


FIGURE 2. GRADE PLACEMENT IN READING BASED ON THE STANFORD READING TESTS

FIGURE 3. ADULT BASIC EDUCATION STUDENT PROGRESS CHART

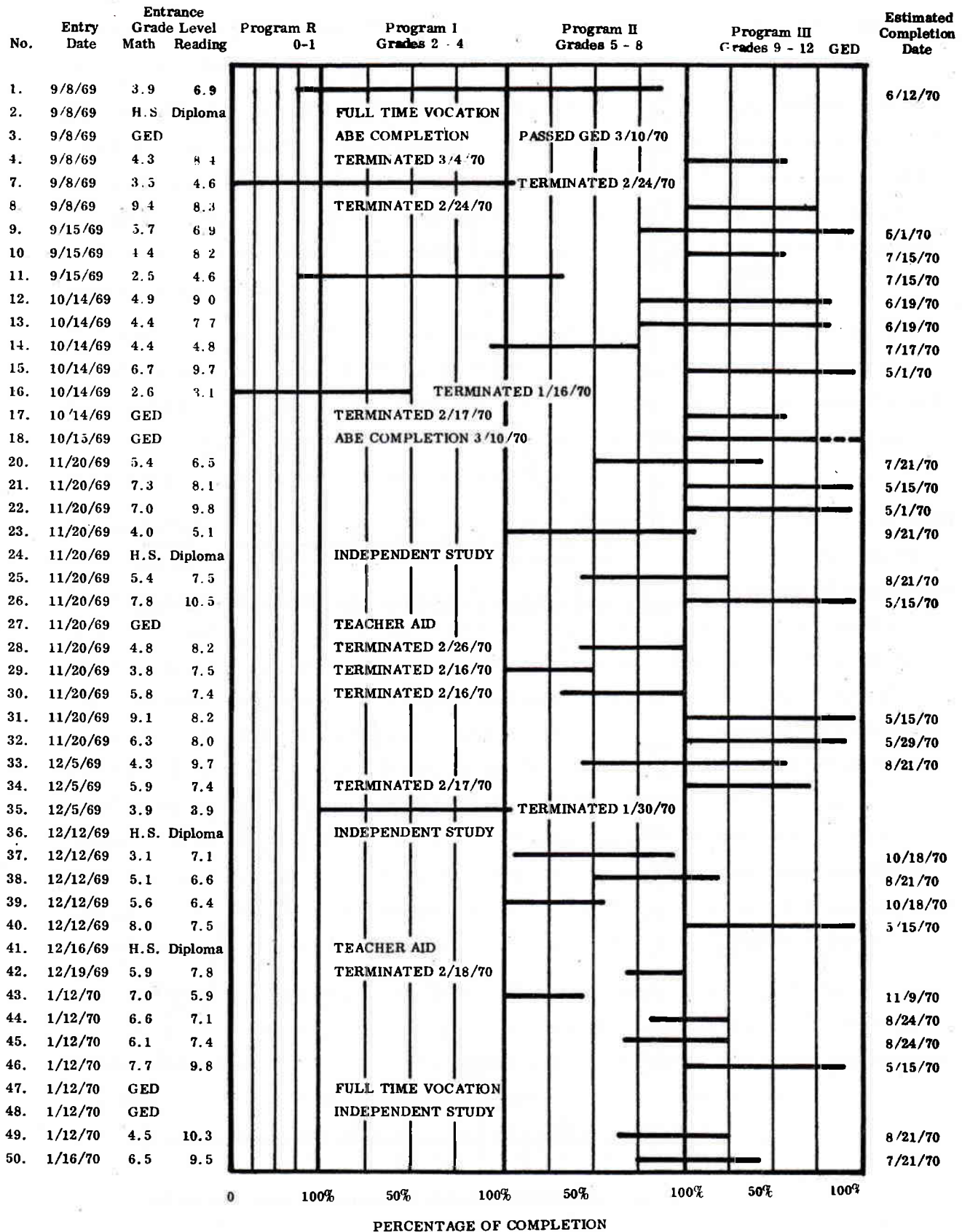




FIGURE 3. ADULT BASIC EDUCATION STUDENT PROGRESS CHART (Continued)

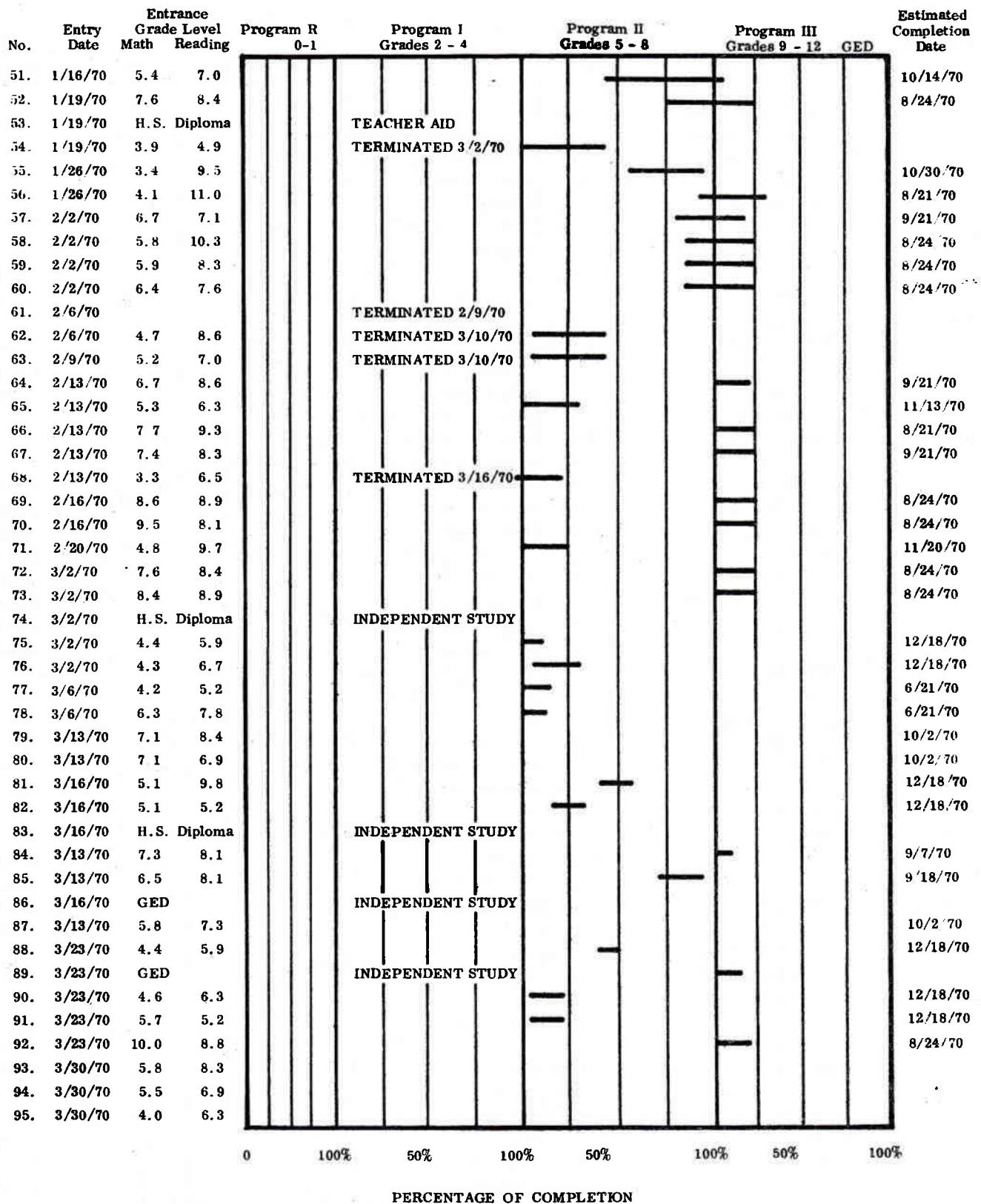


FIGURE 4. VOCATIONAL PROGRESS CHART

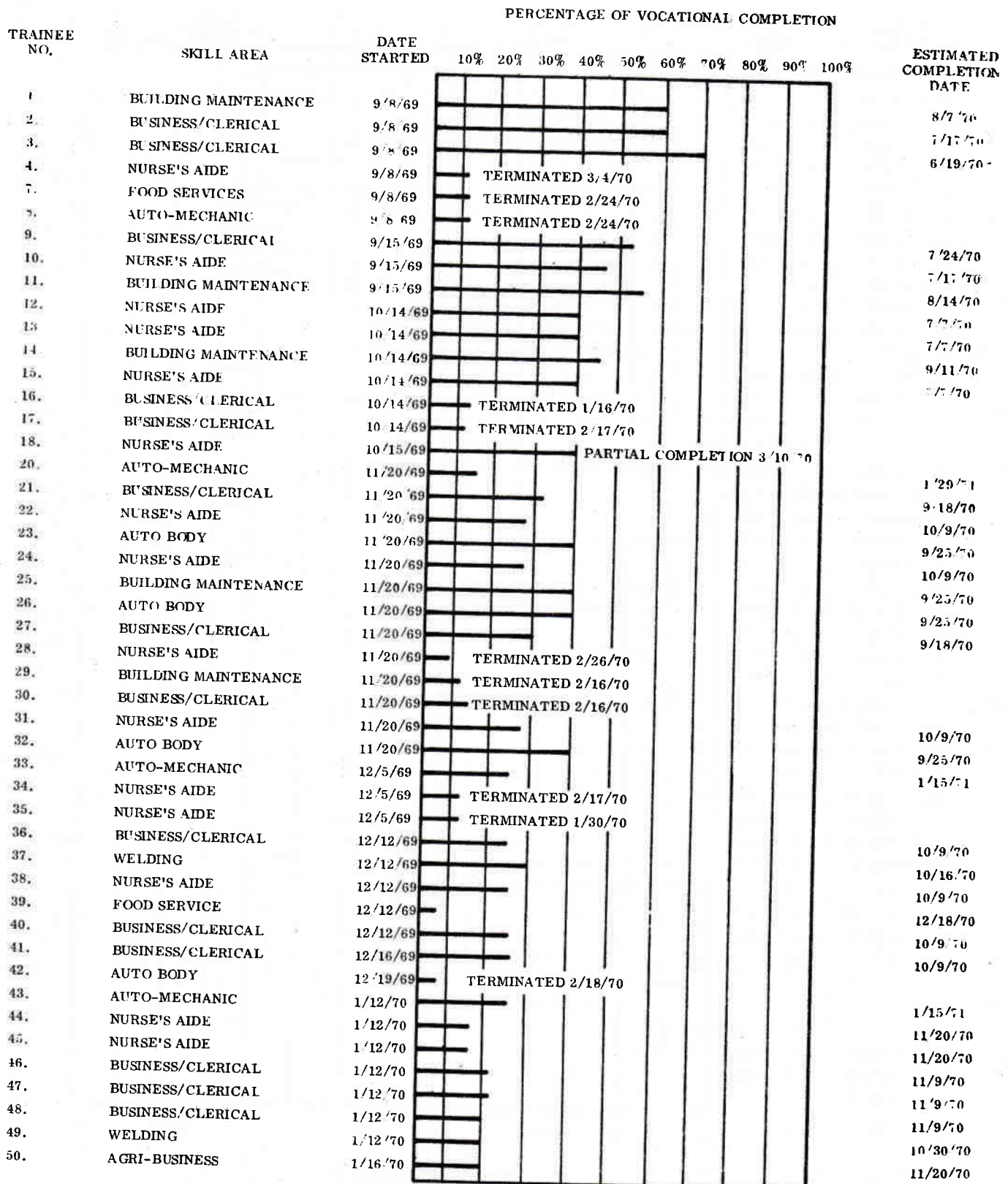
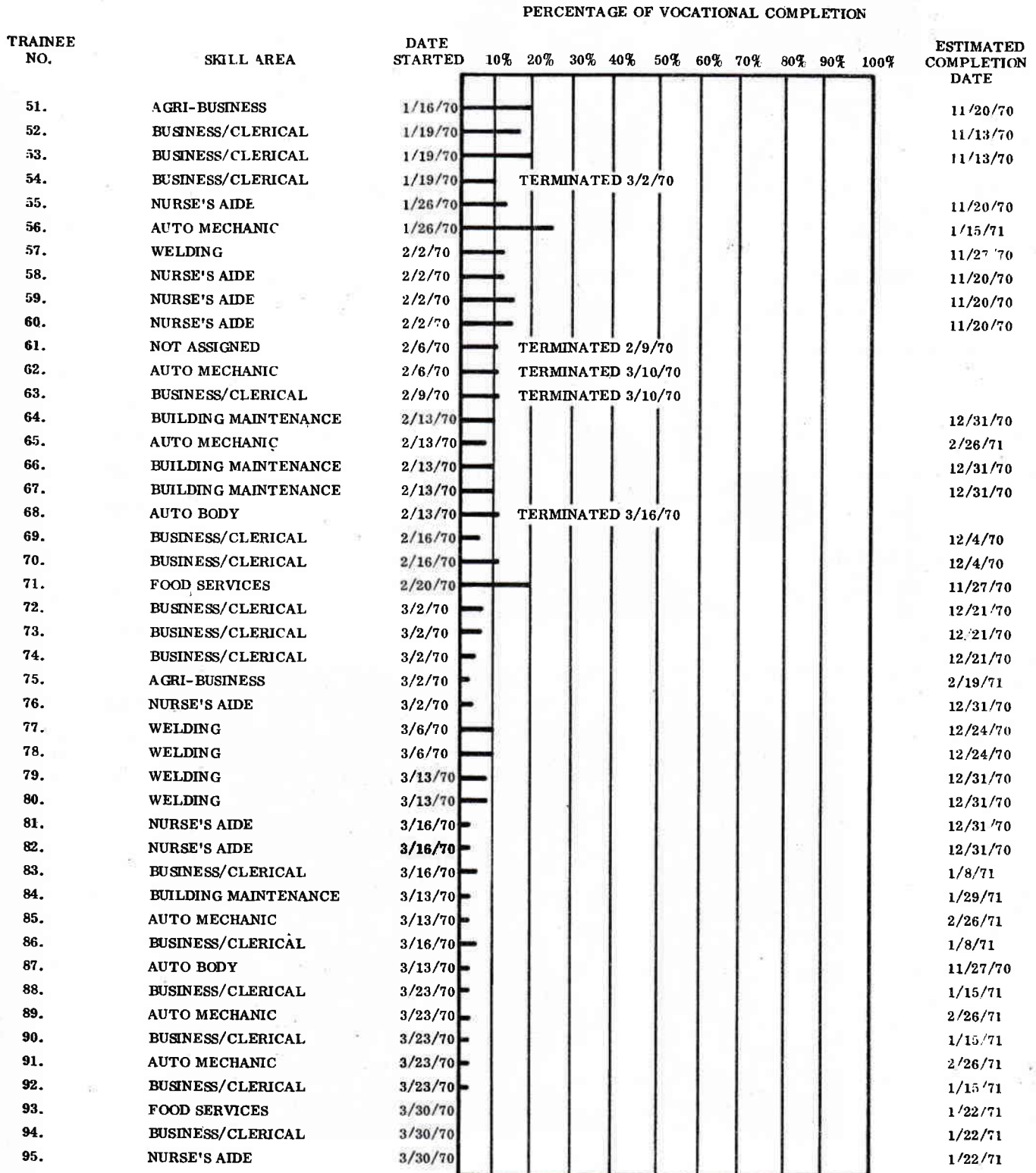


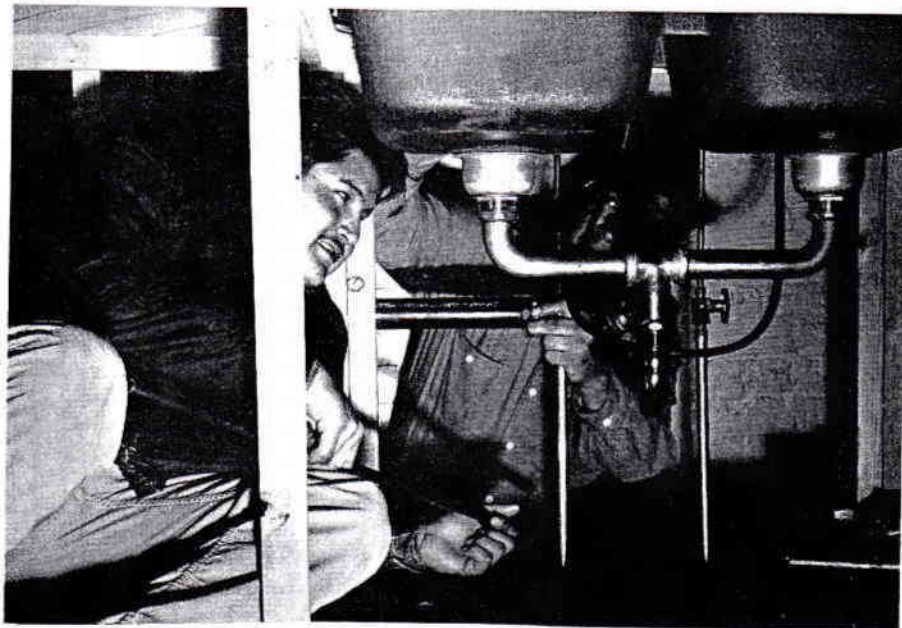
FIGURE 4. VOCATIONAL PROGRESS CHART (CONTINUED)







NURSE'S AIDE



BUILDING MAINTENANCE

Five students in the Business Clerical Program have completed their Adult Basic Education courses and are using their educational class time to gain work-related experience in their vocation. Time is spent filling production orders for students and staff. Since the Center is duplicating and reproducing much of its educational materials and notices, operational costs have been reduced, while the students have been afforded maximum opportunity to become acquainted with office procedures and machines.

Students in the Food Services Program are working daily in the cafeteria, preparing meals for fellow trainees, and learning kitchen safety, budgeting, and sanitation.

The Agri-Business Program accepted its first students during the quarter. Trainees are exhibiting real interest in the program, and their interest has accelerated the completion of the facility. Instruction has started, with progress evident in a short time.

A wire-feed welder has been installed in the welding shop. This installation completes the equipment necessary to round out the program. Vocational learning is progressing satisfactorily.

Students in the Auto Body and Auto Mechanics Programs have repaired and completed work on Center vehicles and vehicles owned by trainees and staff. Not only does this reduce maintenance costs of Center vehicles, but it also gives the student the opportunity to demonstrate practical application of his classroom knowledge to a work situation. Emphasis in mathematics helps to increase the student's proficiency in setting up front-end alignments and making general automotive repairs. A strong science background aids in understanding heat, engines, batteries, chemical changes, and atmospheric pressure.

Curriculum materials were prepared, and an instructor was readied for a vocationally oriented automotive education class. The necessary scheduling and counseling were conducted prior to actual implementation on January 12. The automotive students were somewhat reluctant to leave their various existing ABE classes to enter newer skill-oriented basic education classes. However, of the 5 students involved, 4 transferred to the new approach. The other was extremely close to completing his GED program and requested that he be permitted to continue in his present program. Recognizing the individual's ability, Bendix happily granted his desire.

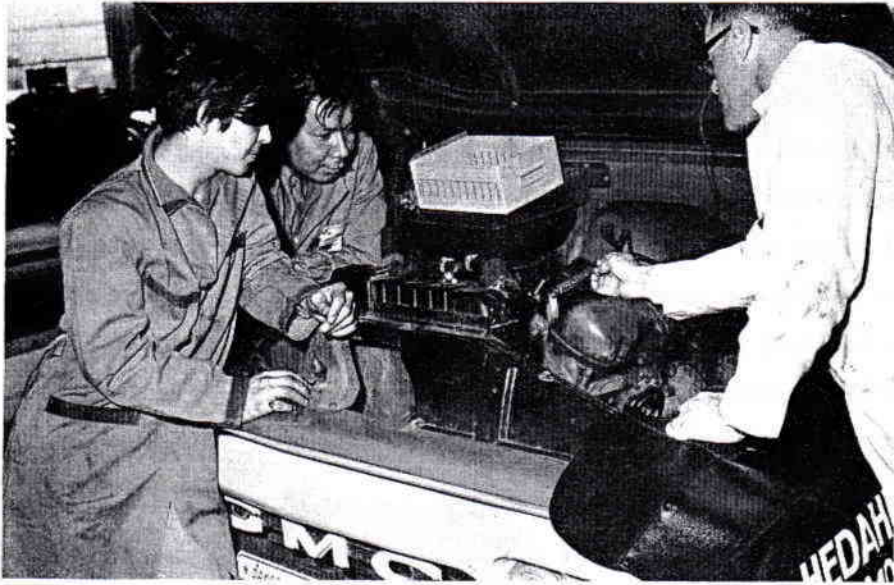




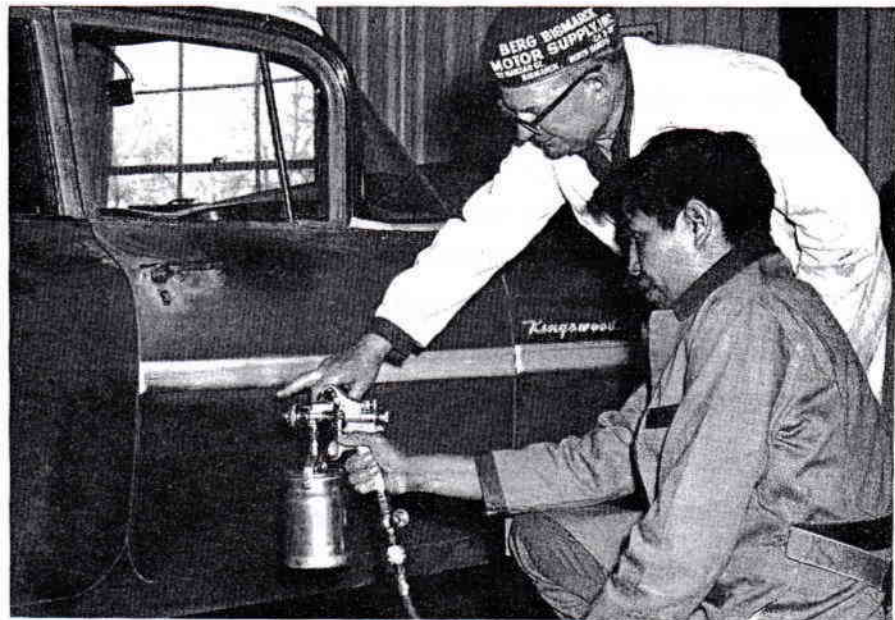
BUSINESS CLERICAL



FOOD PREPARATION



AUTO MECHANICS CLASS



BODY SHOP

Curriculum materials and presentations were coordinated with the auto mechanics skill presentations.

After 6 weeks of the program, students were reinterviewed; progress was observed both by the instructors (skill and basic education) and by the students. Individualized progress toward increasing grade level did not keep pace with that of other students of comparable skills and abilities in the regular ABE program. Interest in the new class was good during the first month. During the latter 2 weeks, when comparisons of progress were being discussed, many students expressed the desire to return to their previous classrooms and instructors. Progress in their skill area was not noticeably increased, as related by the senior vocational instructor.

The population in the program was not a large sampling; however, it consisted of a reading beginner, grade levels of 4 to 8, and at least one person with 10th grade reading skill. The expectation of appropriately challenging and teaching students with such a diversity of academic backgrounds is both impractical and unrealistic with one classroom teacher.

With the above experience, it was determined necessary for certain skill-related education to be prepared to supplement the existing academic program. Plans are now underway to do this by gradually introducing more skill-related material in the present Adult Basic Education Program; however, skill relation would not be the prime emphasis.

Personal Development programs were offered to the student to help prepare him to know, accept, and meet his responsibilities in his social and business life. A new Personal Development instructor was added to the staff during the quarter. Inter-departmental communications are enhanced by having basic education teachers teach in some Personal Development courses such as Personal Finance and Driver Education.

The following lists show all courses offered during the past quarter and the number of students who participated in each program.



| <u>Personal Development Course</u>             | <u>Students enrolled</u> |
|--|--------------------------|
| Family Living                                  | 14                       |
| Foods & Nutrition I                            | 41                       |
| Clothing & Textiles I                          | 39                       |
| Personal Finance                               | 24                       |
| Alcohol & You/Diet & Health                    | 6                        |
| Basic Law & Income Tax                         | 25                       |
| Home Maintenance                               | 30                       |
| Modern Indian                                  | 25                       |
| Driver Education                               | 16                       |
| Brush-up Programs for<br>Adult Basic Education | 15                       |

| <u>Vocational Programs</u> | <u>Students enrolled</u> |
|----------------------------|--------------------------|
| Agri-Business              | 3                        |
| Auto Body                  | 4                        |
| Auto Mechanics             | 8                        |
| Building Maintenance       | 8                        |
| Business Clerical          | 23                       |
| Food Services              | 2                        |
| Nurse's Aide               | 17                       |
| Welding                    | 7                        |

| <u>Adult Basic Education</u> | <u>Students enrolled</u> |
|------------------------------|--------------------------|
| Program Readiness            | 0                        |
| Program I                    | 0                        |
| Program II                   | 25                       |
| Program III                  | 37                       |

Thirteen students presently at the Center have received their high school diplomas or GED certificates. Of the thirteen, seven are enrolled in individual study groups, three are teacher aides, and three are using the ABE class time for further vocational training.



## CHILD DEVELOPMENT CENTER

Enrollment in the Child Development Center has increased rapidly. The present enrollment is 57. Children are grouped into areas according to age and development levels. The present enrollment statistics are shown below:

|               | <u>Enrollment</u> | <u>Ages</u>             |
|---------------|-------------------|-------------------------|
| Infants       | 10                | 0 - 20 months           |
| Toddlers      | 12                | 20 months - 2-1/2 yrs.  |
| Pre-School I  | 20                | 2-1/2 yrs. - 4-1/2 yrs. |
| Pre-School II | 15                | 4-1/2 yrs. - school age |

Children within each area have different schedules, depending upon their age and developmental levels. As children progress in their growth and development, they are transferred to a more advanced group. The toddlers join the children in Pre-School I for lunch and snacks. This gives the younger children a chance to learn from older child models.

Conferences between the parents and Pre-School or Day Care specialists were held for each family, at which time such matters as the child's progress or problems, both at home and at the Development Center, were discussed. Exchange of information between the parents and the specialists takes place on a daily basis when the children arrive and leave the Development Center.

Significant steps were made in Bendix self-improvement during the reporting period. In-service training for all staff members continued to be an integral part of the Education Department. Workshops on performance objectives and communication skills were held. An internal audit for the entire Education Department was conducted during March. Ninety-five percent of the educational staff, along with personnel from other areas, participated in conducting the audit. The comprehensive audit of approximately 200 typewritten pages covered the areas of:

- Buildings and Facilities
- Curriculum
- Staff and Faculty
- Management
- Philosophy and Goals
- Instructional Support

Problems were identified, recommendations for improvement were made, and correctional actions were initiated.

The groundwork for advisory committees to all vocational areas has been completed. The committees will provide advice to determine current needs, evaluate objectives, and recommend revisions of objectives and course content for each skill area. Contacts were made with potential committee members in North Dakota, South Dakota, Nebraska, and Minnesota. Some committee members were identified. The committee on medical skills met on April 1, 1970.

#### SUPPORT SERVICES

A significant accomplishment during the reporting period was the inventory of all equipment and materials at the Center. This task involved identifying each item by nomenclature and manufacturer's number. Approximately 1500 line items of plumbing and electrical supplies were rewarehoused. Stock record cards were made for each item on the inventory so that tighter control could be maintained over supplies.

The property inventory was updated and the information was forwarded to the Bureau of Indian Affairs. A list of the available equipment has been forwarded to the Education Department for their use as a guide in ordering materials for future needs. During the quarter covered by this report, 1,416 new line items of equipment and/or materials were procured.

The Purchasing Department strives daily to minimize costs. By talking directly with several manufacturers to learn the technical limitations and advantages of their video tape equipment, the department was able to save 4 weeks' time and \$1,000 on the initial procurement.

The Bureau of Indian Affairs Property Department has assisted in disposing of \$148,000 of excess property. Much of this equipment was rapidly moved to various Indian agencies where it could be put to immediate use. It is anticipated that by June 1 all of the excess property and equipment will be removed from the Training Center.

The last Viking home was completed by the contractors on January 23. It was completely furnished and made ready for occupancy by the Maintenance Department.

The Maintenance Department has completed 200 work orders from repairing a toy wagon to remodeling the Agri-Business classroom. Many emergency calls have been handled by the department. Repair of the sewage system lift station required 17 working days. This particular project involved a complete overhaul of the lift station. Implementation of a more comprehensive preventive maintenance program should ensure proper operation.

In an effort to keep abreast of the maintenance of water and sewage systems, two of the maintenance employees are enrolled in technical training classes dealing with these problems. The knowledge they gain will be beneficial to the entire operation of the Center.

Food Services served 9,738 meals during the quarter. Meals are provided for children attending the Child Development Center and the single trainees without cost. Noon meals are available to staff personnel, with charge, thus reducing the overall operation expenses.

On occasion the department has assisted the students by providing refreshments for dances.

Trainees enrolled in the Food Services Program of the Vocational Department receive their experience in sanitation and safety by preparing, cooking, and serving meals in the cafeteria.

A bimonthly inspection of the dining facilities occasionally reveals minor discrepancies. The response of the staff to these problems has resulted in correction within a 24-hour period. There have been no reports of illness due to unsanitary kitchen conditions.

Transportation provides a bus service operating hourly from 9:30 a.m. until 9:30 p.m., Monday through Friday. Transportation is also provided for school children and for the Child Development Center. In addition trainees were transported to Fort Yates Medical Center.

A new system for requesting transportation and using Center vehicles was implemented during the quarter. A request must be approved by the Manager of Support Services and then presented to the Transportation Department before a vehicle can be released. This control provides better reporting of mileage and trips and ensures optimum utilization of the vehicles.

A daily record-keeping system is being maintained, with data on each vehicle being furnished to the Center Manager and to United Tribes. A comprehensive monthly report is submitted. It includes the total mileage of all vehicles and the cost of materials and labor necessary for their maintenance.

After reviewing the first 6 months of operation, Bendix has been able to establish definite vehicle utilization. Following an analysis of the total transportation requirements, it was determined the Center had an excess of certain types of vehicles. This information was reported to the Bureau of Indian Affairs, and with their assistance the three 29-passenger buses and the 1961 Ford pickup were placed on excess. The excess vehicles are still in the inventory (Group I) that follows.

During the past quarter the inventory of vehicles numbered 14, as follows:

|           |                                     |
|-----------|-------------------------------------|
| Group I   | 3 - 29-passenger buses              |
|           | 2 - 1-1/2-ton stake body trucks     |
|           | 2 - 1-ton crew cab pickups          |
|           | 1 - 1-1/2-ton 1961 Ford pickup      |
| Group II  | 1 - 1968 54-passenger Chevrolet Bus |
|           | 1 - 1969 Ford pickup                |
|           | 1 - 1970 Ford station wagon         |
|           | 1 - 1969 GMC handi-bus              |
| Group III | 1 - 1959 Chevrolet station wagon    |
|           | 1 - 1962 Chevrolet sedan            |

Group I contains the vehicles that were transferred to the program on July 1, 1969.

Vehicles in Groups II and III were purchased as required by the contract; however, the vehicles in Group III were not in operating condition at the time of purchase. The Maintenance Department went to work on these vehicles, overhauling the engines, rebuilding the transmissions, and making all other necessary repairs to ensure that the vehicles would operate properly and safely.

The availability of reliable vehicles is of utmost importance to the Center operation. Therefore, a preventive maintenance program has been implemented for all vehicles. Through the efficient scheduling of this program, the majority of all major mechanical problems has been eliminated.



## TRAINEE PLACEMENT

The first phase of trainee placement in work experience has taken form through successful efforts to find employers who will provide training jobs for the trainees. Bendix has identified employers for the work experience program in all vocational specializations.

The employers agreeing to participate in the program with Bendix Field Engineering Corporation are as follows:

Bismarck Hospital, Mr. Swenson, Nurse's Aide Program

North Dakota State Highway Department, Mr. Brynjolfson, Business Clerical and Auto Mechanics

North Dakota State Purchasing Department, Mr. Mattern, Business Clerical

North Dakota State Motor Vehicle Department, Mr. Bosch, Business Clerical  
Ed's Body Shop, Ed Brennise, Auto Body Repair

Grand Pacific Hotel, Mr. Haegele, Food Services

Federal Aviation Administration, Mr. White, Building Maintenance

North Dakota Director of Institutions, Mr. Fiedler, Building Maintenance

Peavey Elevators, Mr. Pfliginger, Agri-Business

Andre Industries, Mr. Andre, Welding

Job placement contacts have been made with BIA area and regional offices throughout the entire western half of the United States to inform them of the training program, its intents and purposes, and to seek their assistance and guidance for the trainees who wish to leave the area. Replies have been received from two-thirds of those contacted. Information that pertains to cost of living, salaries and wages, housing availability, union requirements, and other general labor market data has been accumulated during the quarter.

Interviews with the trainee continue to be conducted to ascertain the needs and desires of the individual. The interviews are helpful in determining locations in which the individual chooses to work, the specific trade or industry preferred for occupations, and other factors that may affect placement in meaningful employment. Some of these factors are health, special education requirements for dependents (in cases of family units), frequency of visits to their homes desired, and transportation needs.

In an effort to broaden the scope of information pertaining to the labor market files are maintained on employment opportunities listed in the want-ad sections of various newspapers. The United States Civil Service Commission has been contacted to provide labor market data. A request was made to be placed on the mailing list for Civil Service bulletins. Civil Service has agreed to comply with the request.

Letters have been sent to various companies that are potential employers. Representatives from Control Data Corporation and Western Airlines have visited the Center and have left the impression that they liked what they saw and will participate in the placement efforts.

#### SECURITY AND SAFETY

The philosophy in this area remains one of education, prevention, and assistance. However, selective use of incarceration and prosecution has proven effective in changing trainee behavior patterns for the better.

Trainees have learned that abusive behavior can lead to overnight confinement and/or prosecution. The individual trainee involved has learned he will be fairly treated but can have his rights restricted when he infringes on the rights of others.

Minimal use of incarceration and prosecution has been necessary. Noticeable improvement in both on- and off-Center behavior has resulted. The trainees have gained an awareness of law enforcement and court operation, which reflect the attitude of the community toward antisocial behavior. A preventive effect has developed from a corrective effort.

Preventive efforts in all areas of law, order, fire, and safety have been expanded. The monthly facilities inspections made by this department have been augmented by quarterly inspections made in conjunction with the Bismarck Fire Department. During the March inspection, the Bismarck Fire Department rated the vocational area as excellent and the welding area as superior.

A new fire alarm system has been installed to ensure ready access to fire reporting facilities. This system consists of five fire alarm boxes, strategically located throughout the Center. All existing internal telephones are tied directly to the system through the use of a 2-digit number. When activated, the system sounds the Center alarm and provides instant voice communications with the Bismarck Fire Department via alarm box or phone.

Through interdepartmental cooperation, the Security & Safety Coordinator has been instructing trainees in basic law, wills, estates, drug abuses, and insurance. To date 32 percent of the student body have received this instruction, which consists of 25 hours of classroom instruction per student. The relations with the student body have been noticeably enriched through increased student contact.

Staff training has continued also. The Department Staff has attended Red Cross First Aid Training and received Advanced First Aid Credentials.

#### BUSINESS AND ADMINISTRATION

During the quarter ending March 31, 1970, the procurement of materials necessary to meet the requirements of startup activities was completed. Allocated funds for these materials were fully expended. The financial controls established at the beginning of the program resulted in efficient expenditure of the funds.

Procurement of operational materials is well underway. As of March 31, 1970, twenty-five percent of the budgeted funds have been committed. Much of the material is being obtained from local vendors, thus meeting a Bendix dedication to purchase from small business establishments whenever possible. Bids are solicited to obtain the best possible prices on the larger, more expensive items.

To reduce storage requirements, much of the training material is purchased as needed. This type of buying includes such items as automotive parts, kitchen supplies, material for operation of the Child Development Center, personal development materials (fabrics for sewing, foodstuffs, etc.). A petty cash system has been adopted to purchase low-cost items as they are needed. Initiating a petty cash system was delayed until the amount of small purchase activity could be determined. Adequate internal controls have been established for the petty cash procurement activity to ensure compliance with good procurement practices. It is expected that this system will greatly increase the efficiency of procurement and significantly reduce the volume and flow of paperwork involved in purchasing.

Internal audits of purchasing are performed on a continuing basis. The purpose of such audits is to discover discrepancies. It is significant to report that the discrepancy rate has been reduced from 2 percent in January 1970 to zero in March 1970. From this data, it is evident to United Tribes that Bendix is continually aware of the proper expenditure of funds.

Proper expenditure of funds is important, but dollar savings were also effected. Through the Cost Reduction and Suggestion System program, direct savings of \$10,475 were identified.

Training continues to be an integral segment of business management. Staff-training sessions, initiated during the initial phase of the program, have continued on a weekly basis. The Center Manager has provided training in all areas of management as it applies to business in general and to the Center in particular. Training support was provided by the Business Manager, who served as an instructor in the Personal Development classes. During February a course in personal income tax was presented. General tax law was covered in the classroom, with many individuals receiving personal assistance with filing their returns.

An internal system of weekly reporting from each department has been established. The benefits derived from this system are twofold:

- it informs the Center Manager of specific problem areas which require management attention and/or direction, and
- it provides for horizontal communications among the managers, thus enabling them to better perform their duties.

Internal communications have been enhanced as a direct result of this reporting system.

The Canteen, under the direction of the Student Council, is progressing well. Sales have increased at a satisfactory pace, and it appears that in the very near future the Canteen will be on a self-sustaining basis. Profits from this operation have provided financial support to a Valentine's Day dance, a Cub Scout pack at the Center, and a St. Patrick's Day dance. Cash prizes were also donated to the winners of a talent show sponsored by the trainees.

The involvement of the trainees in the operation of the Canteen is most rewarding. The students, through their Student Council organization, took the initiative to have the Canteen remain open during daytime hours on Saturday and all day on Sunday, with the students serving as clerks on those days. This show of initiative is to be commended. Bendix sincerely wishes that this initiative will continue and will increase with the future as new opportunities arise.

In view of the new agreements being consummated for trainee work experience with various employers, a thorough review of the Bendix liability insurance coverage



has been made. Current insurance coverage is adequate for existing and anticipated work-experience liabilities. The review of coverage also reassured the management and staff that United Tribes and Bendix are adequately protected in the Center's regular day-to-day activities.

#### COMMUNITY RELATIONS

Community relations continue satisfactorily. Noteworthy events have been covered by all local news media at least once each month. A major special feature article regarding the Center appeared in the Minneapolis Star and Tribune in the month of March. Both the Center Coordinator's staff and Bendix staff cooperated with reporters and photographers to make the article possible.

A new asset has developed in community relations. The trainees themselves, through the student government, have become actively involved with religious and civic organizations. The interaction has been limited to date but is growing steadily.

The Center Manager has maintained regular contact with community organizations. The contacts will be enhanced by the recent acceptance of the Center Manager as a member of the Bismarck Rotary Club.

Civic organizations are in regular contact with the Center. Although specific events have been reduced, a healthier day-to-day contact is being maintained with community organizations. The reduction in specific events is not an indication of reduced interest on the part of the communities. However, as the people have become aware of the Center's purpose and functions, the need for mass communication has diminished. Emphasis is changing to ensure a steady flow of information to many individuals rather than presentations to groups. However, no opportunity to improve community relations will be ignored.

A prime example is participation in the United Fund drive. January marked the beginning of payroll deductions for the United Fund. Bendix deducts set amounts from each employee's paycheck as directed on the employee pledge card. The money is forwarded periodically to the Bismarck United Fund. Bendix employees have been commended for 100 percent participation.

SECTION III

CASE HISTORIES

## CASE HISTORIES

1. MARRIED - MALE

This man is learning to cope with family difficulties. He has demonstrated talent in his vocational work, which is giving him more self-confidence, and he is thinking ahead to finishing, knowing now that he can compete.

2. MARRIED - FEMALE

This woman is gaining confidence in her husband. Pregnancy has caused some anguish. She is now looking forward to finishing her training and is preparing herself well in her choice of vocation.

3. SOLO - FEMALE

This woman has completed GED since arrival, and she now spends more time in the vocational area to prepare herself more adequately. She has made great progress.

9. MARRIED - FEMALE

This enrollee has done a remarkable job adjusting to the Training Center. She appears to be relaxed and happy and is above average.

10. MARRIED - FEMALE

This woman is gaining more confidence in herself and in her husband. She has no more fears of her training and is becoming less dependent on others. She is progressing slowly in both education and vocational work.

11. MARRIED - MALE

A great deal of progress has been shown by this man. He has gained the respect of other enrollees and has become more sensitive to people around him and to the Center. He is now taking an active part in the community.

12. SINGLE - FEMALE

This middle-aged trainee has improved in her ability to communicate. She is experiencing difficulty with the dormitory prefect, and this could be a determining factor in her leaving the Center, if she so decides.

13. SINGLE - FEMALE

This is an older trainee who has had difficulty in communicating with instructors and counselors. Her progress has been below average, but she displays a desire to complete training. She has had problems in getting along with the dormitory prefect.

14. MARRIED - MALE

This trainee has shown increased self-confidence during the past three months. He has a much stronger desire to complete his training and has become more involved in Center activities.

15. MARRIED - FEMALE

This is a young mother of three, who is six months pregnant. She is finding it more difficult to keep up in her classes and to work at home. With this "handicap" she manages to be pleasant while attending classes.

20. MARRIED - MALE

This man entered training as a single; he married and returned to the Training Center as a family unit. He is very immature. He is learning to perform in all phases and is showing progress.

21. SINGLE - MALE

This young man has experienced some difficulty in taking instructions; however, much improvement has been made along these lines in the past two months. Social adjustment problems are minimal.



22. MARRIED - FEMALE

This woman shows interest and progress in training. She has marital problems which occasionally affect her effectiveness in school. Problems at home are being worked out with the assistance of an outside source.

23. MARRIED - MALE

This man has marital problems, and his counselor has sought outside sources for assistance in handling the problems. He has recently shown disinterest in obtaining his GED and would prefer to spend all of his school time in the vocational area.

24. MARRIED - FEMALE

This trainee has been doing extra work with her instructor to prepare for the State test in practical nursing. She is always on time and is very busy. During the past 3 months she has become withdrawn.

25. MARRIED - MALE

This trainee has improved his attitude tremendously in the past two months. He is more considerate and less belligerent. His improved work habits have accelerated his progress in the vocational and educational areas.

26. MARRIED - MALE

Overall adjustment of this man is good, except that he is either absent or tardy for all his classes. This can be corrected. It appears that he is content here.

27. MARRIED - FEMALE

This enrollee appears to be outgoing, talkative, and quite outspoken. She has a record of frequent absenteeism and tardiness for classes, and she has made little effort to correct this. She is the strongest figure in the family and overall has adjusted quite well.

31. MARRIED - FEMALE

This young wife and mother has demonstrated many capabilities. She has dedicated herself to family success at the expense of community activities.

32. MARRIED - MALE

This man has a favorable attitude toward training and toward his family responsibilities. He has over-obligated himself financially. He is a passive individual who accepts life as it is.

33. MARRIED - MALE

This man is easily irritated and difficult to reach closely. He is adjusting well in the training area, but will need support in his new role as husband and father.

36. MARRIED - FEMALE

This wife and mother is very dedicated and serious toward her family and toward the program. She is somewhat quiet and shy; however, this is not to her disadvantage.

37. MARRIED - MALE

This married male is a very dedicated family member, appearing somewhat stoic. Some conflict is noticeable between vocational training and lifetime work; however, progress is noted.

38. MARRIED - FEMALE

This individual often displays an apathetic or passive attitude in ABE, but shows progress in the vocational area. She is generally satisfied, although her husband's attitude often affects her.

39. MARRIED - MALE

Many of this man's actions show signs of immaturity and a lack of responsibility. He complains of different aspects of the program daily and often threatens to leave.

40. SINGLE - FEMALE

This female is having problems getting to classes on time. Her attitude towards the Center has improved in the past 3 months. She is trying to be a leader and to set some good examples for other trainees.

41. SINGLE - FEMALE

Although outspoken, this single woman has been unable to form any close relationships. Her inability to satisfactorily deal with problems has led to excessive use of alcohol and drugs, and this has temporarily interfered with her training.

43. MARRIED - MALE

This trainee is the father of six children and has had difficulty budgeting his money. He has a strong desire to learn and to improve himself. He has not been a problem to the Center.

44. MARRIED - FEMALE

This female could improve her personal appearance if she took the time. She is a very quiet person, but does not hesitate to communicate. She has a strong desire for self-improvement.

45. SOLO - FEMALE

This woman has put forth much to be a success in training. She has a large family, which demands much of her time and energy. She needs continued support and approval from her counselor.

46. SOLO - FEMALE

This woman had excellent performance in vocation and education. Presently AWOL, she left the Center because she couldn't adjust to solo living conditions.

47. SOLO - FEMALE

A lack of knowledge in the area of home management, family life, and personal development has confronted this young lady with responsibility she had never assumed previous to this training situation. She is a very lonely person who needs close personal relationship.

48. MARRIED - FEMALE

This wife and mother is the dominant family member and is the martyr type concerning her partner's problem. She is presently not working to capacity.

49. MARRIED - MALE

This trainee is exhibiting ambivalence toward his problem of drinking. He is extremely dependent and somewhat fearful of success.

50. MARRIED - MALE

This man has made a great deal of progress in vocational and educational areas. He is showing much potential in his vocational work. He does not take part in Center activities, thus limiting the activities of the members of his family also.

51. MARRIED - MALE

This young married man with a family has demonstrated responsibilities and is making satisfactory progress in all areas.

52. MARRIED - FEMALE

This enrollee has done a remarkable job adjusting to the Training Center. She appears to be relaxed and happy and is above average.

53. MARRIED - FEMALE

Excellent reports come from all phases of her training. She works well as a teacher's aide and is very neat and attractive. All activities are centered around her husband's wishes.

55. MARRIED - FEMALE

This is a very nonaccepting person, who displays inappropriate and immature behavior. She is insecure and resentful towards others. This woman is generally cheerful and friendly, but under stress she may act out emotions immaturely.

56. MARRIED - MALE

This enrollee's adjustment appears to be improving. He has been AWOL from classes and has done some drinking. His problems center around marital adjustment, and extensive counseling is needed in all areas. The counselor feels that a future in law-enforcement work is unrealistic at this time.



57. SINGLE - MALE

This young man has been a behavior problem at the Center and his behavior resulted in a severe penalty for him. Since then, he has shown improvement in attitude toward the Center and a greater interest in learning a trade.

58. MARRIED - FEMALE

This woman is very immature, and is performing poorly in both education and vocational work. She shows sign of stubbornness and will not relate to counseling.

59. SINGLE - FEMALE

This person has been enrolled in the program for 2 months and has been doing well both vocationally and educationally. She is young, but mature, and has adjusted well to the way of life at the Center.

60. SINGLE - FEMALE

This woman desires to do the right thing at the Center. She tries hard in school and has no apparent behavior problem.

64. MARRIED - MALE

This man shows enthusiasm and a sincere interest in areas of learning. He has genuine interest in his children, giving them much paternal affection. He is interested in extracurricular activities at the Center.

65. SINGLE - MALE

This young, immature male is a high school dropout who has experienced a conflict of goals. Satisfactory progress has been noted since he has re-established more realistic goals.

66. SINGLE - MALE

This man has many personal problems to overcome. He performs well in all phases of training and is trying very hard to straighten out his problems. He is lonesome and homesick at the present time.

67. MARRIED - MALE

Marital difficulties are primarily the cause of this man's problems. Because of these difficulties, he is drinking and associating with peers that impair family relationships. However, he has a sincere desire to complete his training.

69. MARRIED - FEMALE

This individual shines in organizing activities of Center interest. Occasionally the extracurricular activities are put before training, which could cause a problem, although this person does show progress in school.

70. MARRIED - FEMALE

This trainee has experienced problems in assuming responsibility in the family. She has made strides in establishing good rapport with her counselor.

71. SINGLE - MALE

This man is a self-admitted alcoholic, who has successfully abstained from alcohol since arriving. He is verbal and extremely active in many community affairs. Very gratifying progress has been made.

72. MARRIED - MALE

This man lacks self-confidence in his ability to obtain training. He is dependent on his wife's ability to help him through training. He is confused about his goals and objectives after training is finished.

73. MARRIED - FEMALE

This woman now has a more definite understanding of the type of training she wants and has confidence in attaining her goal.

74. SOLO - FEMALE

This woman has a very pleasing personality; she performs well in vocation and in education and adjusts to new surroundings quickly. This solo parent has four small children.

75. SINGLE - MALE

This trainee is presently AWOL: He left training after a month. He was so withdrawn that he was actually frightened and was unable to cope with any phase of his training at the Center.

76. SOLO - FEMALE

This trainee is the mother of three young children. She was living with another solo parent until recently. She is very quiet but has a pleasing personality. She is doing very well in her classes. She is meticulous.

77. SINGLE - MALE

This man is young, immature and unaware of what life is all about. He is stubborn, and set in his own way of life. There are many conflicts, and little progress has been shown.

78. SINGLE - MALE

This 18 year old enrollee is having a problem adjusting to classes and regulations. He needs to take this program seriously and to gain confidence in himself.

79. SINGLE - MALE

After a stormy beginning, this trainee has shown very little interest in performing at the Center. He will not relate to counseling at all.

80. MARRIED - MALE

This trainee has been at the Center less than a month. He is strongly dependent upon his wife. He is experiencing minimal difficulties with alcohol and shows signs of guilt feelings.

81. MARRIED - FEMALE

Approaching her sixth month of pregnancy, this woman is rather shy but willing to communicate without difficulty. Her training will be interrupted after her child is born.

82. SINGLE - FEMALE

This woman needs much direction and guidance. She has not decided about a vocation that she would enjoy. She likes the people around her but has difficulty in using leisure time effectively.

83. MARRIED - FEMALE

This woman is the dominant member of her family. She is concerned about problems of the past, and this is causing a lack of confidence in her husband. She has negative feelings toward the future, but performs well.

84. MARRIED - MALE

The problems this man experienced in the past have not recurred. He is settling into training well and is becoming more self-confident.

85. SINGLE - MALE

This trainee is experiencing some problems with personal adjustment. Drinking, poor peer relationships, and deep hostility are areas where personal growth must be improved. He is basically open and honest and relates well with the staff.

86. SINGLE - MALE

This man has experienced much difficulty in accepting the rules of the Center. He is effeminate in nature and has had problems adjusting to dormitory living.

87. SINGLE - MALE

This individual has made satisfactory adjustments and is experiencing a minimum number of problems. Punctuality can be improved, along with communication skills. This client is very friendly and eager to improve as a person.

88. MARRIED - FEMALE

This new arrival has not displayed feelings or reactions about the Center or her training. She seems to be satisfied to have her husband make all decisions concerning the family.



89. MARRIED - MALE

This new arrival, who has not had a chance to show progress, does display great enthusiasm and interest in obtaining training.

90. MARRIED - FEMALE

This woman is experiencing some difficulty in classes because of her child, who had problems adjusting to the Day Care Center. This situation did cause her to be depressed but improvement is being noted as the child is now accepting the Day Care Center.

91. MARRIED - MALE

This man appears to be doing well in his education and vocational classes. He has been at the Center less than a month but has adjusted well to the way of life. He is a very forward person.

92. SOLO - FEMALE

This is a recently arrived, solo parent with many unresolved difficulties. She has good potential if impatience does not interfere. Solo housing arrangement tends to interfere with her community living and program progress.

93. MARRIED - MALE

This recent enrollee has a physical handicap which he has used as an excuse in the past. He is serious and sincere and possesses good potential.

94. MARRIED - FEMALE

This is a mature, middle-aged wife and mother who is somewhat hampered by her husband's physical limitations. Successful adjustments have been made and satisfactory progress has been noted. Children in the family are grown and away from home.

95. SOLO - FEMALE

This is a new arrival. It will be very difficult to judge her progress for the future. She desires to be trained in the Nurse's Aide field, but homesickness will be a problem with this girl.

